

**APPROVED Minutes**  
**BROOKFIELD PLANNING COMMISSION**  
**THURSDAY, August 16, 2012 7:30 PM**  
**MEETING ROOM #133 – TOWN HALL, 100 POCONO ROAD**

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1. **Convene Meeting:** Chairman J. Van Hise convened the meeting at 7:30 p.m. and established a quorum of members: J. Van Hise, Chairman; A. Kerley, Vice Chairman; D. Frankel, Secretary; Regular Members: R. Baiad and P. Conlon; Alternate N. Tolmoff. Also present: Town Director of Public Works, R. Tedesco, and Recording Secretary, J. Llewellyn.

Absent: Alternate L. Taylor.

2. **Review Minutes of Previous Meetings: 0/2/12:** A motion was made by A. Kerley, seconded by R. Baiad, to approve the Minutes of 8/2/12 as submitted. Motion carried 4-0-1 with P. Conlon abstaining.
3. **Old Business:**
  - a. **Update of the Plan of Conservation and Development – Four Corners Revitalization Plan Incorporation (Public Hearing scheduled for September 6, 2012, at 7:45 p.m.)**

4. **New Business:**

- a. **52 Obtuse Road South: #201200701: Two-lot re-subdivision: “Ferry Farm”**  
(*dec. date 10/20/12*).
  1. Brookfield Planning Commission Subdivision Checklist
  2. Letter from P. Szymanski, P.E., of Arthur Howland and Associates, P.C. to J. Van Hise and the Brookfield Planning Commission dated 7/16/12 re: Site Suitability for Subdivision, Ferry Family Living Trust
  3. Letter from M.R. Chase dated 7/16/12
  4. Subdivision Bonding Estimate Form
  5. Current Abutters List within 100 feet
  6. Copies of Legal Land Record Documents received in the Land Use Office on 8/7/12:
    - Quit Claim Deed – Non-Survivorship
    - Affidavit pursuant to C.G.S. Section 47-12A
    - Certificate of Trust
    - Statutory Form Quit Claim Deed
  7. Site Development Plans for Proposed Subdivision of Property at 52 Obtuse Road South received in the Land Use Office on 8/7/12:
    - Sheet C.1 – Cover Sheet prepared by Arthur H. Howland and Associates, P.C., dated 7/31/12
    - Existing Conditions Survey Map prepared by PAH, Inc., dated 5/30/12
    - Subdivision Map prepared by PAH, Inc., dated 8/2/12
    - Sheet SD.1 – Subdivision Site Development Plan prepared by Arthur H. Howland and Associates, P.C., dated 7/31/12

- Sheet SD.2 – Lot 2 Site Development Plan prepared by Arthur H. Howland and Associates, P.C., dated 7/31/12
- Sheet SES.1 – Proposed Sedimentation and Erosion Control Details prepared by Arthur H. Howland and Associates, P.C., dated 7/31/12
- Sheet AREA – 1,000 foot area map prepared by Arthur H. Howland and Associates, P.C., dated 7/31/12

*B. Bevins, Representative Ferry Trust, present.* Chairman J. Van Hise said the plans could not be accepted tonight since the checklist was not fully followed: the title box was missing pertinent information (an example of another subdivision map was shown to Ms. Bevins). Ms. Bevins wanted to set the public hearing to move this along, stating that this is a small subdivision. *Peter Scalzo*, representing Ferry Trust in the sale of this property, asked that the application be accepted “as is” tonight in order to move things forward. Chairman Van Hise believed there were more issues than just the title box, and urged the applicant to review the checklist. For example, Chairman Van Hise pointed out, there is an issue with scale on the Vicinity Map, though what’s labeled the “Key Map” would be acceptable, per the regulations, as the Vicinity Map. There is a mention of ledge in a narrative, so in the event there is the need for blasting, that language needs to be added to the map, he also noted. Attorney Scalzo said that the ledge is not near where the development is proposed. A driveway profile is also missing, and per Chairman Van Hise, the proposed open space looks like “all wetlands,” further asking if the open space proposed is tied into other open space. Ms. Bevins was given a copy of the checklist requirements, and encouraged to meet with her engineer and/or consult with the Land Use Office.

**This application was not accepted for review and will be resubmitted.**

b. **56 Del Mar Drive: #210200713: 8-24 Referral – Sub-Surface Pump Station**  
(*dec. dated 10/20/12*)

1. **Memo from K. McPadden to the Planning Commission dated 8/13/12 re: 8-24 Referral**

2. **Plans received in the Land Use Office on 8/13/12:**

- **Sheet No. 1 of 13 – Title Survey & Vicinity Map prepared by Birdsall Services Group dated 6/4/12**
- **Sheet No. 2 of 13 – Existing Condition and Demolition Plan prepared by Birdsall Services Group dated 2/22/12**
- **Sheet No. 6 of 13 – Pump Station Site Layout, Grading and Sections prepared by Birdsall Services Group dated 6/4/12**

*R. Prinze, Brookfield WPCA, present.* The WPCA is proposing to sewer Del Mar Drive and Mr. Prinze outlined the proposed plan for the pump station. Per his discussion with Mr. Tedesco, Mr. Prinze was encouraged to come before this Commission to offer details on the proposal. As background information, Mr. Prinze said the water line has been run down Old New Milford Road and the force main to Target Flavors on Del Mar Drive. The property owners on Del Mar Drive asked for sewer as long as the water line was being run there. This will be a small pump station, about 100 gallons per minute, and there is sufficient capacity, according to Mr. Prinze. The pump station is in a right-of-way so there is no need for property purchase. There will be no above-ground structure with this project. The WPCA will work with Mr. Tedesco on possible fencing. Mr. Tedesco is concerned about

encroaching on a neighbor's property (removal of trees), and he wanted the neighbor's okay on the proposed restoration plan. The neighbor, A. Marsulio, present at this meeting, agreed with the proposed plan. . Chairman Van Hise reminded the Commission that the Plan of Conservation and Development calls for providing sewers in industrial areas like this one. Mr. Prinze said there is a public hearing in process on this project, and financing (bonding) is in place. The plan is to get it done before year's end.

**A motion was made by A. Kerley to advise the Board of Selectmen that the Planning Commission is favorably disposed to this project, Application #201200713, providing it was done in compliance with the Town Engineer and as a further stipulation, that there is proper restoration to the property at 56 Del Mar Drive. The motion was seconded by P. Conlon and carried unanimously.**

**5. Minutes of Other Boards and Commissions:**

- **7/26/12: Zoning: *Please note: Commission Alternate N. Tolmoff's name was omitted: please revise to note her presence at this meeting.***
- **8/6/12: Zoning Board of Appeals: D. Frankel noted an item (signs) regarding Brookfield Craft Center**

**6. Correspondence:**

- a. Iroquois Report Summer Issue dated August 2012**
- b. Memo from the Zoning Commission to the Planning Commission dated 8/6/12 re: Proposed Zoning Regulation Change**
  - **Zone Change Application #201200678 (Table of Permitted Uses: Indoor Boat Storage at Echo Bay Marina)**

**A motion was made by P. Conlon to inform the Zoning Commission that the Planning Commission looks favorably upon the proposed regulation change to Section 242-501, under application #201200678. R. Baiad seconded the motion which carried unanimously.**

- **Zone Change Application #201200679/242-502D2i: Change to allow boat storage restrictions and specifications. P. Conlon noted that there is a notation saying that this may not be possible on Candlewood Lake Road due to available land.**

**A motion was made by P. Conlon to respond to the Zoning Commission stating that the Planning Commission looks favorably upon application #201200679 with regard to proposed regulation change for Section 242-502D2i. R. Baiad seconds the motion which carried unanimously.**

- c. **Memo from the Zoning Commission to the Planning Commission dated 8/13/12 re: 40 & 64 Laurel Hill Road: Incentive Housing Development**
1. **Plans received in the Land Use Office on 8/2/12:**
    - **Sheet C1 – Layout and Materials Plan prepared by CCA, LLC dated 6/6/12; revised through 8/2/12;**
    - **Sheet C2 – Grading and Drainage Plan prepared by CCA, LLC dated 6/6/12 revised through 8/2/12;**
    - **Sheet C3 – Utilities Plan prepared by CCA, LLC dated 6/6/12, revised through 8/2/12**
    - **Sheet C4 – Landscape Plan prepared by CCA, LLC dated 6/6/12 revised through 8/2/12;**
    - **Sheet C4a – Landscape Plan Enlargement prepared by CCA, LLC dated 6/6/12. revised through 8/2/12;**
    - **Sheet C4b – Landscape Plan Enlargement prepared by CCA, LLC dated 6/6/12, revised through 8/2/12;**
    - **Sheet A1.0 – Typical Townhouse Plans prepared by LaFreniere Architects dated 7/12/12**
    - **Sheet A2.0 – Typical Townhouse Elevations prepared by LaFreniere Architects dated 7/12/12**
    - **Sheet A3.0 – Roof Plan/Exterior Details prepared by LaFreniere Architects dated 7/12/12**
  2. **Laurel Hill Townhomes Proposed Incentive Housing Development plans received in the Land Use Office on 7/19/12:**
    - **Cover Sheet – Laurel Hill Townhomes Proposed Incentive Housing Development prepared by CCA, LLC dated 6/20/12;**
    - **Sheet N1 – General Legend, Notes and Abbreviations prepared by CCA, LLC dated 6/12;**
    - **Sheet 1 of 1 – Boundary Survey prepared by CCA, LLC dated 5/10/12;**
    - **Sheet 1 of 1 – Existing Conditions Plan prepared by CCA, LLC dated 6/6/12;**
    - **Sheet C1 – Layout and Materials Plan prepared by CCA, LLC dated 6/6/12; revised through 7/19/12;**
    - **Sheet C2 – Grading and Drainage Plan prepared by CCA, LLC dated 6/6/12; revised through 7/19/12;**
    - **Sheet C3 – Utilities Plan prepared by CCA, LLC dated 6/6/12; revised through 7/19/12;**
    - **Sheet C4 – Erosion Control Plan prepared by CCA, LLC dated 6/6/12; revised through 7/19/12;**
    - **Sheet C5 – Notes and Details prepared by CCA, LLC dated 6/6/12; revised through 7/19/12;**
    - **Sheet C6 – Notes and Details prepared by CCA, LLC, dated 6/6/12; revised through 7/19/12;**
    - **Sheet C7 – Notes and Details prepared by CCA, LLC dated 6/6/12; revised through 7/19/12;**

- **Sheet C8 – Notes and Details prepared by CCA, LLC, dated 6/6/12; revised through 7/19/12;**
  - **Sheet E1 – Sedimentation and Erosion Control Plan prepared by CCA, LLC dated 12/7/05**
- 3. Letter from A. Adams to W. Mercer dated 7/19/12 re: Laurel Hill Town Homes Incentive Housing Development 57 Laurel Hill Road (The Zoning public hearing will begin on August 23, 2012).**
  - 4. Development Report for Laurel Hill Townhomes prepared by CCA, LLC dated 6/20/12; revised through 7/5/12;**
  - 5. Plans received in the Land Use Office on 7/19/12:**
    - **Sheet DA1 – Pre-Development Drainage Area Map prepared by CCA, LLC dated 6/6/12; revised through 7/2/12;**
    - **Sheet DA2 – Post-Development Drainage Area Map prepared by CCA, LLC dated 6/6/12; revised through 7/2/12;**
    - **Sheet DA3 – Catch Basin Drainage Area Map prepared by CCA, LLC dated 6/6/12; revised through 7/2/12**
  - 6. Incentive Housing Restriction received in the Land Use Office on 7/19/12**

*Atty. Peter Scalzo, present, representing the applicant.* Attorney Scalzo clarified the location of this parcel, adding that the applicant is presently before the Zoning and Wetlands Commissions. The Zoning Public Hearing opened on 8/9/12. at which time one of those Commissioners asked if Planning needed a referral on this application. While there is no provision in the Incentive Housing regulations that call for the Planning Commission's review (unless it is a subdivision), Attorney Scalzo has opted to address any concerns the Commission has on this project. The plan calls for 72 incentive housing rental units: 24 units in each of three buildings. Attorney Scalzo clarified the difference between Affordable Housing projects (30% deed restricted for 40 years, based on state median income) and Incentive Housing projects (only 20% has to be deed restricted at 80% of area median income for a period of 30 years). Chairman Van Hise noted that the Planning Commission typically reviews residential subdivisions while the Zoning Commission reviews condominium projects. The Planning Commission's purview is public safety, he added. Attorney Scalzo noted that a Traffic Study was done, which concluded that this development will have no significant additional traffic impact. It will also be serviced by public water and public sewer. One key issue at this time, according to Attorney Scalzo, is the two historical structures presently on this site. He also noted a proposal in progress for 13 Townhouses at 57 Laurel Hill Road, another Incentive Housing project (see item "3" above). R. Tedesco has seen the plans and noted that there will be very limited bonding required, if any.

The Commission reviewed the plans and asked if sidewalks are proposed, as well as the proximity to the four corners area.

Chairman Van Hise asked for blasting language to be on the plan as a precautionary measure, although Attorney Scalzo said he couldn't imagine any need for blasting. Chairman Van Hise said that ordinarily this Commission would request a site walk to check sight lines (for public safety), so he asked if the Zoning Commission planned a site walk. If so, Chairman Van Hise said this Commission would also like to be part of that. According to Attorney Scalzo, the Zoning Commission had asked that the number of parking spaces be reduced to less than 2 per unit, for ecological purposes. Chairman Van Hise asked about handicapped access to the common areas. While there are no specifics requiring the application for incentive housing to come before this Commission, Attorney Scalzo said they would be willing to come to do a full-blown presentation. A. Kerley suggested that this Commission contact the Town Attorney for his opinion on this, given that we will increasingly see more Incentive Housing.

**A motion was made by A. Kerley to send a letter to the Town Attorney asking his ruling on the role of the Planning Commission in projects that include Incentive Housing, since the Commission anticipates, going forward, an increasing number of developments with an incentive component. Should it be a matter of course to have the applicant come before the Planning Commission? The motion was seconded by D. Frankel and carried unanimously.**

**A motion was made by J. Van Hise to send a memo to the Zoning Commission stating that while this application is not a subdivision, so reviewing it is not under the purview of the Planning Commission, the Planning Commission is interested to see the health and safety aspects of this project thoroughly reviewed. Having done that for projects in the past, if the Zoning Commission wants the Planning Commission to review this plan thoroughly, to please let the Commission know and it will be glad to review the project from a health and safety position. D. Frankel seconds this motion which carries unanimously.**

7. **Informal Discussion:**

- a. Main Street Investment Fund Grant Application – Katherine Daniel, Community Development Director

**A motion was made by R. Baiad to table this item to the next meeting to allow for K. Daniel to provide additional information. The motion was seconded by P. Conlon and carried unanimously.**

8. **Tabled Items:** There were none at this meeting.

9. **Adjourn:** A motion was made by A. Kerley to adjourn the meeting at 9: 15 p.m. The motion was seconded by D. Frankel and carried unanimously.